

My CES Account Email: Configuring K-State Webmail

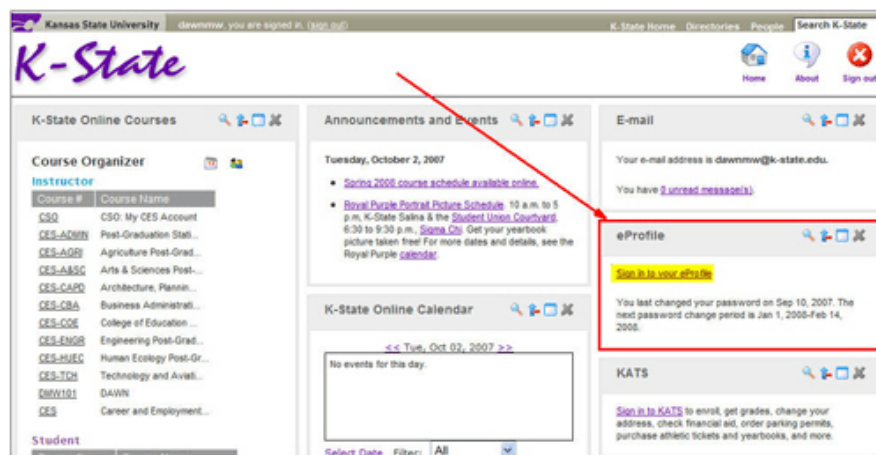
Please take a moment to configure your K-State webmail account to accept messages from your CES account.

Your CES account can provide you with valuable email notices that you don't want to miss!

- **Jobs** that match the criteria you specify. You can create a saved search within your account and have a job search agent notification sent to you daily with jobs matching your specifications.
- **On-campus interview** notifications. After you apply for an on-campus interview, the system will send an email to let you know if your application was selected or not and remind you of upcoming deadlines.
- **Announcements** from Career and Employment Services. As a benefit of your account, we will periodically send you notices of special events.

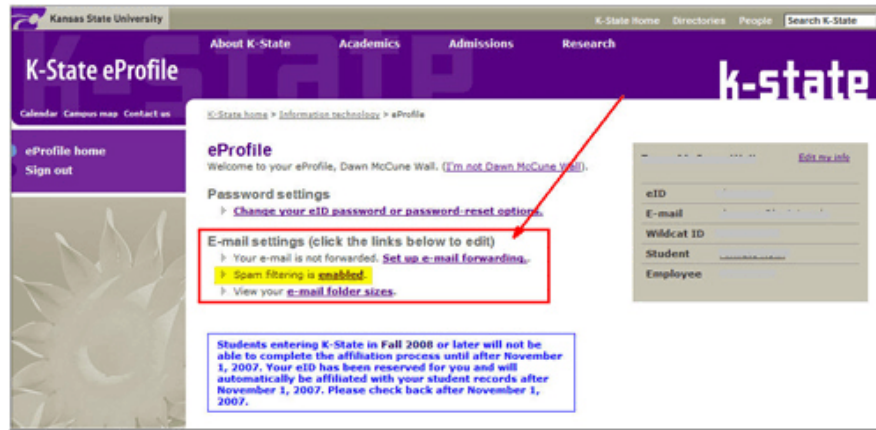


- **Sign in to K-State** (<http://www.k-state.edu/>) using your eID and password.

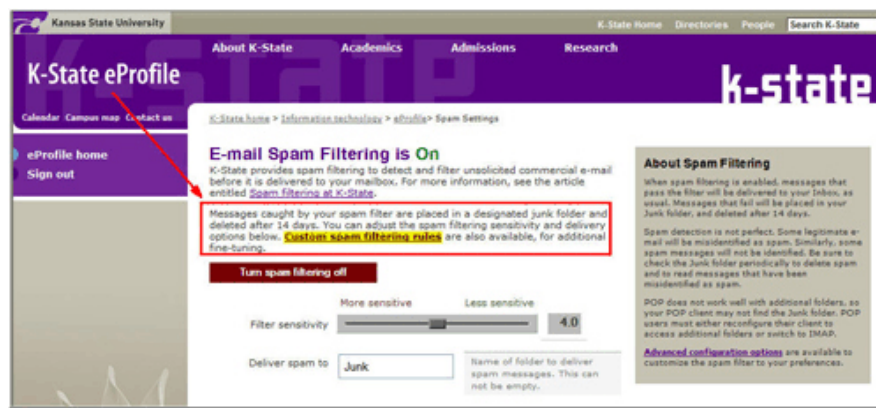


- Click sign in to your **eProfile**.

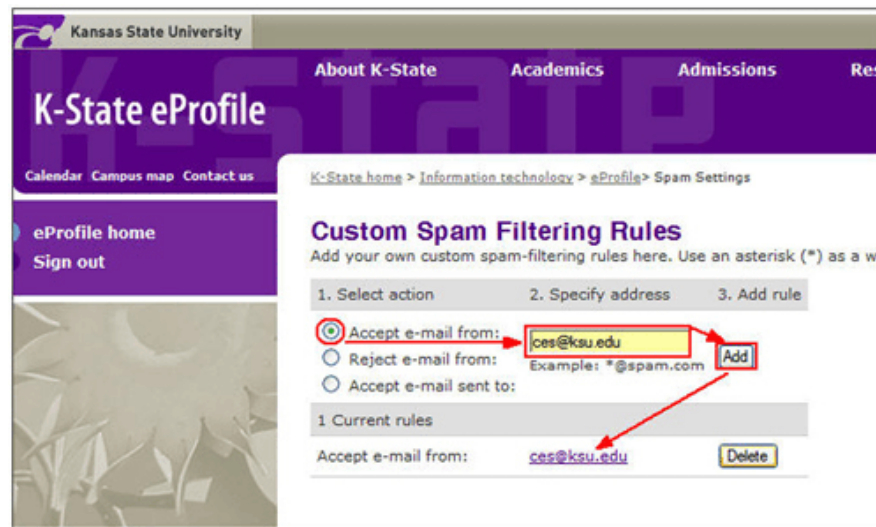
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Within your eProfile, click **Spam filtering is enabled**.



• Within E-mail Spam Filtering, click on **Custom spam filtering rules**.



• Within Spam Filtering Rules, click the radio button for **Accept e-mail from**.

• Enter **ces@ksu.edu**.

• Click **Add**.

• Under Current rules, you will see the "ces@ksu.edu" address.

• Sign out of your eProfile.